
Meridian 1

Meridian Companion

Administration Terminal Operations Guide

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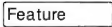
Using the Administration Terminal

This guide is designed for system administrators using the Administration Terminal to programme and maintain a Meridian Companion system.

Note: If you are using Companion Manager to programme and maintain a Meridian Companion system, refer to *Companion Manager Installation and Operations Guide*.

Administration Terminal layout

Feature and Release buttons

 Use the Feature button to begin a programming session on the Administration Terminal.

 Use the Release button to end a programming session on the Administration Terminal.

Display buttons

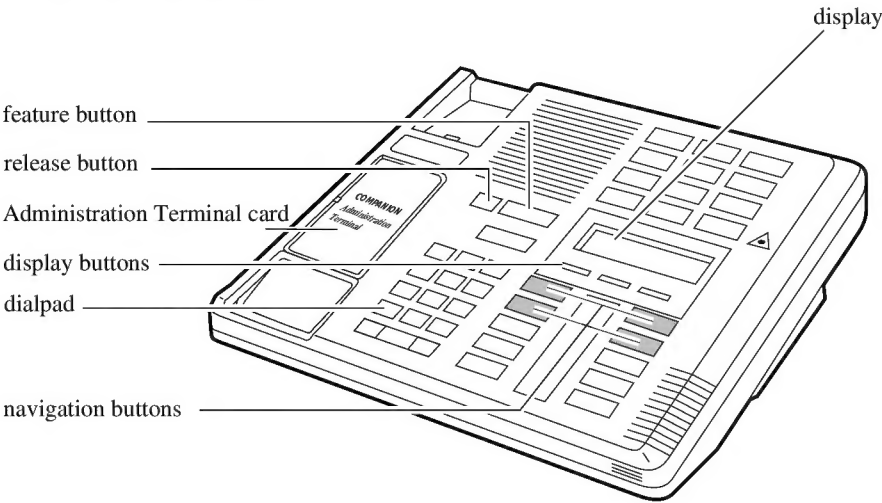
The Administration Terminal has three display buttons directly below the display. During programming, these display buttons provide further options for the top line of text on the display. Available options are shown on the bottom line directly above the corresponding display button.

- The options above the display buttons are indicated in this guide in a special underlined typeface (for example, OK).
- The other text in the display is shown in the special typeface but not underlined (for example, Minutes).

Dialpad

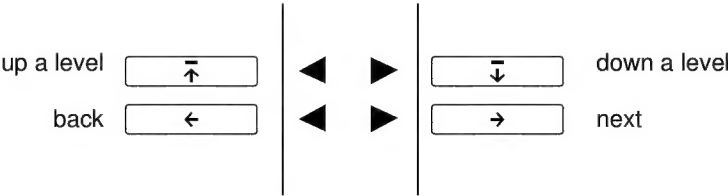
You use the Administration Terminal’s dialpad buttons to enter feature codes and to select digits or letters when you need to enter a value on a display.

Figure 1: Administration Terminal



Navigation buttons

The four navigation buttons below the display buttons allow you to search through programming options. When a navigation button is available, an arrow (◀ or ▶) appears in the window beside it. The navigation buttons are arranged as follows:



If the navigation buttons on your Administration Terminal do not correspond to this arrangement, remove the button caps and place them on the correct buttons. The blank buttons below the navigation buttons do not provide any features.

Operating the Administration Terminal

The Administration Terminal has a two-line, 16-character display. The top line on the display shows you text to assist you during programming and shows characters as you enter them. The bottom line shows functions you can select by pressing one of the three buttons (called softkeys) directly below the display.

Adjusting the contrast

If you find the Administration Terminal display difficult to read, adjust the contrast.

Note: You cannot adjust the contrast during a programming session.

1. Press Feature * 7 .
2. The display shows **Contrast level** followed by the current contrast level shown as a digit.
3. Press any dialpad button (1 through 9) or **DOWN** or **UP** to select a new contrast level.
4. When the contrast level you want is displayed, press **OK** or Rls .

Recording and reporting alarm messages

Alarm messages appear on the display when an alarm is raised by the Meridian Companion system. Your Meridian Companion distributor uses the alarm messages to diagnose problems.

This is an example of an alarm message:

Alarm:	51-3
TIME	CLEAR

If an alarm message appears on the Administration Terminal's display:

1. Record the alarm message.
2. Press **TIME** and record the time and date displayed.
3. As soon as you record this information, press **CLEAR** .
4. Call your system distributor and report the alarm message.

Programming the Meridian Companion system

Changing the Administration password

The Administration password, which is a combination of one to six characters, is used on the Administration Terminal to access an Administration programming session. The default password is **9 9 9 9**. You should change this password after system installation and record it in your *Meridian Companion Programming and Provisioning Record*.

1. Press **Feature** ***** ***** **9** and enter the Administration password. The display shows **1. Registration**.
2. Press **→** until the display shows **4. Passwords**.
3. Press **↓**. The display shows **Admin. Password**.
4. Press **CHANGE**. The display shows **New Pswd:**.
5. Enter up to six digits for the new password. Use **BACKSP** for corrections.

ATTENTION!

If you leave the Administration password blank (by entering no digits in step 5), the password will be erased. If you erase the password, anyone can enter Administration programming without restriction.

6. Press **OK** to confirm the new password. The display shows **Re-enter:**.

7. Reenter the new password and press **OK** .
The display shows **Password changed**. If the display shows **Pswd not changed**, you did not enter the same password again. Go back to step 4.
8. Record the new password in *Meridian Companion Programming and Provisioning Record*.
9. To continue in Administration programming, press , or press to exit.

Changing the Registration password

The Registration password, which is a combination of one to six characters, is used when registering portables on the system. The default password is . Record the password in *Meridian Companion Programming and Provisioning Record*.

1. Press and enter the Administration password. The display shows **1. Registration** .
2. Press until the display shows **4. Passwords** .
3. Press . The display shows **Admin. Password** .
4. Press . The display shows **Reg. Password** .
5. Press **CHANGE** . The display reads **New Pswd:** .
6. Enter a new one- to six-digit Registration password. Use **BACKSP** if required.
7. Press **OK** . The display shows **Re-enter:** .

Note: If you do not enter any digits and press **OK** , the display shows **Pswd not changed** .

8. Reenter the digits and press **OK** . The display shows **Password changed** .
If the display shows **Pswd not changed** , you did not re-enter the same password. Go back to step 5.
9. Record the new Registration password in *Meridian Companion Programming and Provisioning Record*.

10. To continue in Administration programming, press , or press to exit.

Changing the system time and date

Programme the time and date as soon as your system is operating, and adjust the time and date whenever necessary. You will need to re-programme the time (and other settings) if the system has been powered down for maintenance or for seasonal changes.

Note: The Meridian Companion system maintains its own time management system independent of the Meridian 1 system. The Meridian Companion time must be set separately.

Programming the system time

1. Press and enter the Administration password. The display shows **1. Registration**.
2. Press until the display shows **3. Time and Date**.
3. Press . The display shows **Time** and the current setting.
4. Press CHANGE . The display shows **Hour:** . If you do not want to change the hour, go to step 7.
5. Press CHANGE . The display shows **Hour:** .
6. Enter the hour in 12- or 24-hour format, as one or two digits. (The Administration Terminal displays the time in 12-hour format.)
7. Press . The display shows **Minutes:** . If you do not want to change the minutes, press twice to continue in the Administration session. To exit, press .
8. Press CHANGE . The display shows **Minutes:** .
9. Enter the minutes as one or two digits.
10. Press . If you entered an hour less than or equal to 12, the display prompts you with **AM** or **PM**. Press CHANGE to select AM or PM. To exit, press .
11. Press to continue in Administration programming, or press to exit.

Programming the system date

1. Press * and enter the Administration password. The display shows **1. Registration**.
2. Press until the display shows **3. Time and Date**.
3. Press . The display shows **Time** and the current setting.
4. Press . The display shows **Date** and the current setting.
5. Press **CHANGE**. The display shows **Year:**. If you do not want to change the year, go to step 8.
6. Press **CHANGE**. The display shows **Year:**.
7. Enter the last two digits of the year.
8. Press . The display shows **Month:**. If you do not want to change the month, go to step 11.
9. Press **CHANGE**. The display shows **Month:**.
10. Enter the month as one or two digits.
11. Press . The display shows **Day:**. If you do not want to change the day, go to step 14.
12. Press **CHANGE**. The display shows **Day:**.
13. Enter the day of the month as one or two digits.
14. Press to continue in Administration programming, or press to exit.

Programming Transfer on Radio Loss

If a portable user moves out of the coverage area or the portable's batteries fail, the radio connection may be lost. You can programme the system to transfer calls to another number if a portable loses its radio connection.

Note: There can be a delay of about 10 seconds between the time that the link is lost and the time that the call is transferred.

You can programme a system default telephone number that all portables can use (for example, the receptionist's telephone number). You can also programme exceptions to the system default telephone number. For example,

you can programme a portable so that it routes lost calls to the individual's secretary or answering machine rather than to the receptionist.

Programming system-wide Transfer on Radio Loss

1. Press and enter the Administration password. The display shows **1. Registration**.
 2. Press . The display shows **2. User Options**.
 3. Press . The display shows **Radio loss hdlng**.
 4. Press to specify a default phone number. The display shows **Change Default**.
 5. Press . The display shows **Dflt:None** or **Dflt:** followed by the default number.
 6. Press **CHANGE**.
 7. Enter up to 16 digits for the default phone number using 0 to 9 and *. The * will add a two second pause. Use **BACKSP** for corrections.
 8. Press **OK** to confirm the phone number. The display shows **Change Default**.
- Note:** If you do not enter digits and press **OK**, **Dflt:None** appears. Go back to step 7.
9. Record the default phone number for Transfer on Radio Loss in *Meridian Companion Programming and Provisioning Record*.
 10. Press to continue in Administration programming, or press to exit.

Individual Transfer on Radio Loss

There are three settings for individual lines:

- None: The call is not transferred if the link is lost.
- Default: The call is transferred to the phone number chosen for the whole system.
- nnn: A specific phone number to which a call is transferred if a link is lost.

1. Press and enter the Administration password. The display shows **1. Registration**.
2. Press . The display shows **2. User Options**.
3. Press . The display shows **Radio loss hdling**.
4. Press to specify a default phone number. The display shows **Change Default**.
5. Press . The display shows **Change WTN:**.
6. Enter the wireless terminal number (WTN). The display shows **Wccuu:None** or **Wccuu** followed by the phone number.
7. Press **CHANGE** to specify a new phone number or press **DLT** to specify the default phone number.
8. Enter up to 16 digits for the phone number using 0 to 9 and *. The * will add a two second pause.

The **DLT** softkey appears only if a default phone number has been previously specified. Use **BACKSP** for corrections.

9. Press **OK** to confirm the phone number. The display shows **WTN cccuu:** followed by the number.
10. Press to go to the next WTN.

Note: If you do not enter digits and then press **OK**, the phone number is deleted and **Wccuu: None** appears on the display. Go back to step 7.
11. Record the individual Transfer on Radio Loss defaults in *Meridian Companion Programming and Provisioning Record*.
12. Press or to search through the WTNs.
13. To continue in Administration programming, press , or press to exit.

Registering portable telephones

Registering portable telephones on a Meridian Companion system involves enabling the system for registration, registering each portable individually, and verifying the operation of each portable. You can register up to 16 portables for each Meridian Companion card on the system. If a portable does not operate properly after registration see “Troubleshooting portable telephones” on page 15.

Enabling the system for registration

1. Press * * 9 and enter the Administration password. The display shows **1. Registration**.
2. Press .
The display shows **Mstr. Reg Enbl:** followed by the current Master Registration setting, **Y** or **N**.
3. If Master Registration is set to **N**, press **CHANGE** to change it to **Y**.
4. When you are finished registering the portables, repeat steps 1 through 3. In step 3, change Master Registration to **N**.
5. To continue in Administration programming, press , or press to exit.

Note: Master Registration should be set to **N** when not in use so that unauthorized portables cannot register on the system.

Registering the portable telephones

For registration information, refer to the registration instructions for your portable telephone.

Ensuring the availability of a wireless terminal number

Sixteen WTNs are available for each Meridian Companion card in the system. Only one portable telephone can be registered with any WTN.

When you register a portable telephone, you assign it a WTN that corresponds to the portable user's telephone number. If another portable is already registered to that line number, registration will fail.

1. Press and enter the Administration password. The display shows **1. Registration**.
2. Press . The display shows **Mstr Reg Enbl:** followed by the Master Registration setting.
3. Press . The display shows **WTN Reg. Status**.
4. Press . The display shows **Show WTN:**.
5. Enter the four-digit WTN. The display shows **Wccuu:** followed by the current status (**available** or **registered**) of that WTN.
6. Press or to search through WTNs.
7. To continue in Administration programming, press , or press to exit.

De-registering a wireless terminal number

If you want to reuse a WTN that is already registered, you must first de-register that WTN. De-registration makes the WTN available for registration.

De-register a portable when it must be replaced due to loss or breakage or when you want to assign it to another person.

Note: This procedure does not clear registration data in the portable.

1. Press * and enter the Administration password. The display shows **1. Registration**.
2. Press . The display shows **Mstr Reg Enbl:** followed by the Master Registration setting.
3. Press . The display shows **WTN Reg. Status**.
4. Press . The display shows **Show WTN:**.
5. Enter the four-digit WTN. The display shows **ccuu:registered**.
6. Press **DEREG**. The display shows **ccuu:available**.
7. To continue in Administration programming, press , or press to exit.

Troubleshooting portable telephones

Problem	Cause	Action
No link. Link icon does not light up.	- Batteries are defective, not charged, or not installed. - Base Station is out of range or defective. - The portable is not registered. - All Base Stations are busy.	- Refer to the user guide for your portable to replace, charge, or install batteries. - Ask Technical Support for assistance. - Refer to the portable telephone registration instructions. - Try the call again or move to another cell.
Link is established but no dial tone is heard.	- Telephones are configured for MADN but the other telephone is off hook. - There is a Meridian 1 programming problem. Line is enabled but not configured.	- Ensure the other telephone is on hook. - Refer to the Meridian 1 documentation to check that the Meridian 1 system is programmed correctly.
Link is established but there is overflow tone.	- The line module from the Meridian Companion side is disabled or defective. - The Meridian 1 TN or card is disabled or defective.	- Ask Technical Support for assistance. - Refer to the Meridian 1 documentation for information about correcting the Meridian 1 problem.

Problem	Cause	Action
Poor voice quality or frequent call drops.	• Portable problem. • System problem.	• Try another portable. • If problem does not exist with new portable, the original portable is defective and must be replaced. • If problem still exists, it is related to the system (poor coverage). Report problem to Technical Support.
Link flashes. Portable gives visual and audio indication that call has failed.	Portable has accessed a Base Station that is too far away.	• Try the call again.

Informing your users

Each portable user receives a card describing the basics of using the portable telephone. Add the following information to these cards before distributing them to users:

- Write your name and telephone number so that users can contact you for information about the system.
- Write the special prefix (SPRE) for the Meridian 1 system.
- If flexible feature codes (FFCs) are used on the Meridian 1 system, record them for the features available for each user.

Distributing the portables

- Inform your users that voice quality degrades and calls may drop if they move out of the coverage area.
- Remind your users to review the information in the portable telephone user guide about how to charge batteries.
- Show your users how to switch from one system to another if the portables have been registered to more than one Meridian Companion system.
- If their portable has been twinned with a desk telephone, tell your users whether Wireless Privacy has been activated.
- Inform your users how to switch calls between a desk telephone and a portable telephone.
- Inform your users of Meridian 1 switch features that can be accessed by portables.

Administration programming overview

The following table summarizes the settings available when you are in an Administration session. The letters “ccuu” represent Meridian 1 card and unit addresses. A value that you must enter is shown in *italics*. Default values are shown in **bold**.

B.Administration
1. Registration Mstr Reg. Enbl: N, Y <i>set to N unless portables are being registered</i> Total and available Portable Credits WTN Reg. Status <i>WTN enter a four-digit wireless telephone number</i> ccuu Registered, ccuu Available, ccuu Unavail DEREG
2. User Options Radio loss hdlng Change Default Change WTN: <i>enter a four-digit WTN number</i>

B.Administration

3. Time and Date

Time 1:00 at system start-up on current system time

Hour: *enter the correct hour as one or two digits*

Minutes: *enter the correct minutes as one or two digits*

AM, PM

Date

Year: *enter the last two digits of the correct year*

Month: *enter the correct month as one or two digits from 1 to 12*

Day: *enter the correct day as one or two digits from 1 to 31*

4. Passwords

Admin. Password

New Pswd: *enter a new Administration password to a maximum of six digits*

Re-enter: *enter the new Administration password again*

Password changed, Pswd not changed

New Pswd: *do not enter any digits*

Password erased

Reg. Password

New Pswd: *enter a new registration password, to a maximum of six digits*

Re-enter: *enter the new registration password again*

Password changed, Pswd not changed

New Pswd: *do not enter any digits*

Password erased



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